

Cuyahoga Valley National Park Volunteer Program

Building a Community of Park Stewards



Cuyahoga Valley National Park Internship Opportunity

Position Title:	Writer
Dates of Internship:	Late January-May 2014
Hours:	10-20 hours/week. Flexible schedule. Primarily weekdays. Office and work-from-home.
Location:	South Duplex - 10168 Riverview Rd. Brecksville OH, 44141
Duties:	Support park interpretive media and public relations operations through a variety of writing assignments including: 1.) editing and field testing draft quests by hiking up to an hour, following clues to a hidden quest box and provide written comments to supervisor and collect additional evaluation forms from other volunteers 2.) writing press releases to promote and highlight public programs 3.) supporting Facebook authors by writing and researching post topics 4.) helping to prepare the Schedule of Events by proof-reading and editing, layout design, and preparing the text-only chronological version for the press release 5.) writing and editing for the park website and 6.) Writing articles for newsletters and other short articles on assigned topics, often involving interviewing staff with subject-matter expertise.
Skills Required:	Ability to write in various nonfiction styles, as appropriate, using standard grammar and following the National Park Service style guide. Proficiency in Microsoft Word. Experience editing web content preferred.
Requirements:	Applicants must complete a National Park Service Volunteer-in-Parks Agreement and may be subject to a background investigation. U.S. citizenship, valid driver's license, and reliable transportation required. Local candidates only.
Salary/Benefits:	No stipend is available. Student may obtain internship credit with university upon approval of academic advisor. Interns are eligible for injury compensation and tort claims the same as federal employees and are considered to be federal employees for those purposes only.
Outcomes:	Integrate academic theory with practical experience. Gain project management experience. Work with experienced communication professionals. Network with professionals. Learn skills to advance your career. Interns will receive a certificate of completion for Foundations of Interpretation and Interpretive Writing via the online Eppley Institute.
How to Apply:	Send résumé, cover letter, and short nonfiction writing sample to apply@forcvnp.org with the position title as subject line.

